



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Environmental Protection Division Land Protection Branch Solid Waste Management Section 270 Washington Street, S.W. Atlanta, Georgia 30334	Application Number 78-198	
Application Number		Date Received AUG 9 1978	Date Completed SEP 13 1978
2. Person to Contact 1024 Clif Trussell		Working Title Environmental Specialist	Telephone Number 656-2833
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973	Latest ongoing	5. Records Series Title (followed by title used in office, if different) Solid Waste Handling Permit Data Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Environmental Protection Division is responsible for the maintenance and improvement of the State's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply air quality control, solid waste management, and land reclamation. The Permit Review Unit of the Land Protection Branch reviews data submitted for solid waste handling permit applications and supporting data for solid waste handling systems for completeness and compliance with State and Federal regulations.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Documents relating to: → Attach samples of the file. reviewing applications for permits to conduct solid waste handling operations: collection, processing, and disposal. Included are: soil borings and geological survey information, location maps, permit forms, design and operational plans and related correspondence. Files in instances in which the permit was not issued are not included in this series. File is arranged: numerically by county and alphabetized within each county. i.e. 001 = Appling Co., 099 = Meriwether Co., 159 = Worth Co.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 0 - 10 ; Seven to twelve months old 0 - 5 ; Thirteen to twenty-four months old 0 - 5 ; twenty-five months and older none ?			
9. Annual Rate of Accumulation of Records Letter-size drawers 5 ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Not totally duplicated</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ 3 _____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.
3 years or until Federal audit.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☒ Other (Specify) *When permit is issued place folder in inactive file. Cut off inactive file at end of each fiscal year; hold in the current files area 2 years; then transfer to State Archives for permanent retention.*

These instructions apply to all prior and future accumulations of the series. Yes

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	7/28/78	<i>[Signature]</i>	7-31-78
State Records Committee (Signature) Date			
State Auditor/Designee	<i>[Signature]</i>	<i>[Signature]</i>	9-12-78
Secretary of State/Designee	<i>[Signature]</i>	<i>[Signature]</i>	8-28-78
Attorney General/Designee	<i>[Signature]</i>	<i>[Signature]</i>	9-13-78

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)